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Approved For Release 2000/08/22 : CIA-RDP61-00274A000100180012-5

SECURITY CLEARANCE PROCEDURE

TRANSACTIONS & RECORDS BRANCH		INSPECTION & SECURITY OFFICE	MACHINE RECORDS DIVISION
TRANSACTIONS	RECORDS		
1. Initiates request for security clearance (4 copies) 2. Attaches 2 copies PHS, 2 photos, 1 Append I to Copy 1 3. Files Copy 4 in applicant file 4. Forwards copies 1,2, and 3 as indicated		5. Receives Copy 1 of request with attachments a. Initiates security	6. Receives Copy 2 of req... a. Punches IBM card for record purposes
(Where applicant in for GS-6 or above, and Operating Div. subsequently desires Provisional or "X" clearance, Operating Div. will initiate memo to I&SO thru PDC.)	7. Receives copy 3 of request: a. Notes P/I b. Notes reports record c. Copy 3 filed for 1 month and then destroyed	8. Issues security clearance (single copy): a. Provisional b. "X" c. Full d. Processing pool e. Disapproval	
	9. Receives clearance from I&SO: a. Notes P/I b. Notes reports record c. Compile daily list of clearances received for Machine Records Division		10. Receives daily list of clearances and posts IBM records
11. Receives clearance from Records: a. Pulls applicant file b. Notifies Operating Div. of clearance and obtains OK for EOD.			

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